# E-LEARNING GUIDELINES FOLLOWED BY THE IC COURSE ONLINE ADAPTATION/DEVELOPMENT

(Based on the guidelines from E-campus and CID guidelines)

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| Goals and Objectives – Course wide | | |
| **Objectives** | Yes | No |
| 1. Objectives are achievable |  |  |
| 1. Objectives are measurable |  |  |
| 1. Objectives are relevant |  |  |
| 1. Objectives are clearly stated |  |  |
| 1. Objectives promote critical thinking |  |  |
| 1. Objectives relate to real world applications |  |  |
| 1. Objectives directly relate to workplace related knowledge, skills, competencies and/or behaviours |  |  |
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| **Accessibility** | Yes | No |
| 1. There is high contrast between text and background |  |  |
| 1. The typeface for all text is a sans-serif font |  |  |
| 1. All images have image tags that describe the image (alt tag) |  |  |
| 1. All links are functional and open in new window |  |  |
| 1. All links have text that describes where the link goes |  |  |
| 1. Scrolling is facilitated by anchors when needed |  |  |
| 1. Sire navigation is clear and consistent |  |  |
| 1. Video clips in resource (course) are accompanied by text-on-screen notes (summaries and clarifications) |  |  |
| 1. Multimedia in course is streamed |  |  |
| 1. File sizes are easily downloadable according to user specs |  |  |
| 1. Applets and plug-ins are accessible on commonly used browsers |  |  |
| 1. Course and page design is consistent in design and layout |  |  |
| 1. Files in course are SCORM compliant |  |  |
| 1. Pages are printable |  |  |
| 1. Text-on-screen input information is accompanied by audio files (reading the text on screen) |  |  |
| 1. Animated presentations (with audio) are accompanied by presentation notes |  |  |
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| **Course Standards** | Yes | No |
| 1. The level of language used is appropriate for CLB level 5/6 students |  |  |
| 1. Plain language is used throughout the course |  |  |
| 1. The writing is free bias relative to age, culture or ethnicity, gender and sexual preferences, and religious orientations |  |  |
| 1. A bibliography of resources is provided |  |  |
| 1. Consistent format is used |  |  |
| 1. Learners know if activities can be completed in sequential or any other type of order |  |  |
| 1. Course syllabus is provided (in syllabus link on e-class) |  |  |
| 1. Learners are informed on how and when they can communicate with instructors |  |  |
| 1. The course is academically rigorous |  |  |
| 1. Learners can realistically complete the course in the time provided |  |  |
| 1. The course modules indicate approximate time to view content |  |  |
| 1. The course modules indicate approximate time specific activities might take learners to complete |  |  |
| 1. Appropriate UDL concepts have been applied |  |  |
| 1. Orientation session(s) lets learner know where they are in the course |  |  |
| 1. Orientation session content is provided for instructor to refer to prior to the beginning of the course |  |  |
| 1. Graphic elements are used to support course content and information |  |  |
| 1. The course is comprised of modules |  |  |
| 1. The are frequent opportunities to practice and transfer knowledge |  |  |
| 1. Learners are informed about expectations regarding group work and collaboration activities |  |  |
| 1. Learners are informed of timelines |  |  |
| 1. Learners are given ample opportunities to practice and review content prior to formal assessment activities |  |  |
| 1. Learning resources are clearly labeled as “required” and/or “optional” |  |  |
| 1. Links to information about institutional policies on grading and evaluation are provided |  |  |
| 1. All activities include clear and simple instructions on what to do with the activity |  |  |
| 1. Assessment tools are aligned to stated outcomes |  |  |
| 1. Feedback is embedded in self-assessment and practice activities |  |  |
| 1. Course materials are organized and easy to follow |  |  |